



LIBRARY BOARD MINUTES

September 1, 2010

BOARD PRESENT: Bailey, Brodsky, Bryant, Dickerson, Grey-McKenzie, Kim, Lewis, J., Lewis, O., Neuman, Riccardi, Sheriff-Merchant

STAFF PRESENT: Parker Hamilton, Director; Regina Holyfield-Jewett, Recording Secretary

GUESTS: Ann Dorough, President, Friends of the Library Montgomery County Inc. (FOLMC); Carol Leahy, Board of Trustees, FOLMC

The Library Board meeting was convened by Chair Brodsky at 7:00 p.m.

MUNICIPAL AND COUNTY GOVERNMENT EMPLOYEES ORGANIZATION (MCGEO)

Chair Brodsky and Ann Dorough, President of the Friends of the Library, Montgomery County, Inc., briefed the Board members on a meeting that was held on Monday, August 30 with MCGEO. The meeting was requested by MCGEO to discuss the Library Department's relationship with the Union and budget issues.

APPROVAL OF PREVIOUS MINUTES:

Minutes from the June 9, 2010 meeting were approved with correction.

ANNOUNCEMENTS

Damascus Library is having their 20th anniversary celebration on Saturday, October 2, 2010 from 11:00 a.m. to 3:00 p.m. An invitation will be sent electronically to all Board members.

COLLECTION MANAGEMENT – BARBARA WEBB, CHIEF OF COLLECTION AND TECHNOLOGY MANAGEMENT

With MCPL's recent budget cuts, Barbara Webb has assumed a much more hands on approach with Collections. It has been a very challenging situation. With the county-wide spending freeze, bills cannot be paid and no new materials can be ordered.

A PowerPoint presentation was given detailing the current composition of the Collection and the collection development process including selection methodology, challenges faced during the selection process, goals and limitations, who selects the materials, what are some of the ways the Collection Development team determines what MCPL needs, cataloging and processing, budget and expenditures, and weeding and redevelopment.

- All standing orders for periodicals have been canceled. The bills for these materials all come at the same time and total a quarter of a million dollars.
- There are four selectors.
- Barbara Webb and Kathie Meizner visited all the branches and inquired about selections.
- Certain parts of the Collection float (the materials belong to no specific branch; they are shelved where they are returned).
- The Collection Development team is looking into spending money on actual books as opposed to eBooks.
- Freegal Music (free and legal) is being looked at by Libraries now. The cost to download a song is \$1.29.
- No new music CDs are being purchased except those for very young children.
- Libraries no longer buy playaways because many were duplicates of books on CD/DVD.
- Most books that are downloaded are only accessible for three weeks.
- Many times it is not known if the CDs are damaged when they are returned. Damage to CDs is not as obvious as damage to books.
- All standing orders for reference books have been canceled. The majority of reference materials is online, searchable.
- Children's board books and tactile books for the visually impaired are able to be purchased with the gift from the Board.
- After meeting with the Office of Management and Budget (OMB), Director Hamilton requested and received an exemption from the Chief Administrative Officer that enabled MCPL to resume ordering some library materials.
 - The amount that could be spent was \$400K, of which \$90K was spent on books and \$125K was used to pay the EBSCO bill that was generating late fees.
 - The books purchased were ones that had the most holds.
- A core list of periodicals/subscriptions to retain is being developed.
 - Down the line, these items may be downloadable.
- Donations of CDs and periodicals are welcome, but they are not normally things that can be added to the Collection.
 - It becomes a staff workload issue if the donated materials are not titles that are already in the catalog such as bestsellers and high demand types.
- Director Hamilton requested FOLMC to temporarily change their definition of enhancement, and they agreed.
 - Ari Brooks, FOLMC Executive Director, is in the process of drafting the letter to the chapters.
 - Barbara Webb is working on how MCPL will make our requests known (e.g. packaging/bundling).
 - FOLMC will reevaluate this process at the end of the fiscal year.
- A subscription donation can be made, but it will not be cataloged.
- Donated books are a huge workload issue. Even if it were made known what titles were needed/wanted, customers would still bring many items that are not in our catalog.
- There is some room for fee negotiations with smaller providers.
- This is information that Board members can share about the budget situation MCPL is experiencing.
- If requested, Barbara Webb will come and talk to the LACs and FOL chapters.

DIRECTOR'S REPORT

Three volunteers are needed from among the Board members to review the draft **Policy and Procedures Manual**. The volunteers should individually go through the manual and mark any

areas of concern (i.e. barriers to services). The group can then meet to go over their findings and prepare feedback. Director Hamilton will be available for questions. Volunteers: Art Brodsky, Paulette Dickerson and Raesa Sheriff-Merchant.

The groundbreaking ceremony for the **new Silver Spring Library building** was held on Monday, August 30. Art Brodsky, Althea Grey-McKenzie and Otto Lewis attended. Chair Brodsky was one of the speakers, and did a great job of holding the elected officials accountable for their expressed support of Libraries.

The project is approximately \$3M over budget. A meeting was held with the public to get recommendations as to what can be taken out of the plan. The escalator was on the table, but the community wants the escalator. Darian Unger, Silver Spring Citizens Advisory Board, reminded County officials that most of the buildings that are being built now in the County are over budget; since money was found for them, money can be found for the library. Community input from the public meeting will be given to Mr. Leggett, and he will make the decision as to what needs to be done.

Councilmember Valerie Ervin has been lobbied by her constituents about changing her vote on the pedestrian bridge. At the groundbreaking, Councilmember Ervin announced that she would introduce to Council an opening to amend the Urban Plan. The cost of the bridge is about \$700K. Additional money from the State Capital Program for Libraries can be requested for the bridge.

The plan is to close **Olney Library** in late December or early January.

The lease has been signed for the **Gaithersburg Library interim site** at Lakeforest Mall. The site is located nears Sears in the space formerly occupied by the Lost Arts Store.

Summer Reading was very successful. Michele Sellars has been invited to the next Board meeting to give an overview of programming in general and summer reading specifically.

Circulation was down about 12% (compared to July of 2009). The branches are busy. The decrease in circulation may be due to the change in Summer Reading and branches being closed for various reasons. Foot traffic is down for Rockville Memorial and up for Twinbrook. Customers have stated that they would go to Twinbrook Library before paying to park to use the Rockville Memorial Branch. Some additional observations will be made prior to going to CountyStat.

WWW.MOCOLIBRARIES.COM was created by a stay-at-home dad who took six months and visited all of the MCPL branches. He counted all the materials on the shelves in each branch; determined which has the best fiction collection; which has the most CDs; the vibes of each branch, etc. It is a very good site. MCPL should try to recruit him as a partner.

The Circulation system **upgrade** will take place on September 5 and 6.

Joseph Eagan, the agency manager at Olney, was slated to be impacted by RIF. He is being transferred into the **Virtual Services Manager** position replacing Suzanne Carbone who has retired after 37 years with the County. Suzanne has done a fantastic job and will be missed.

Community Service Day is October 23. Libraries is working to get volunteers for grounds keeping and dusting at the branches. Community Service Day is a project of the Volunteer Center.

OLD BUSINESS

Chair Brodsky received a note from the Damascus LAC:

On behalf of the Damascus LAC, I would like to thank you and the entire MCLB for your acknowledgement of our service to the community. We were very proud to receive the 2010 MCLB Eleanor Ablard Award this year. And we were deeply touched when we found out that the Board had generously sponsored the awards when, due to budget cuts, funds were not available. Your unselfish support made our receiving the award doubly special. Thank you from the bottom of our hearts. Pam Hosimer, Chair, on behalf of the Damascus LAC.

NEW BUSINESS

The Board will be losing some **members** – Kay Kim and Althea Grey-McKenzie (Vice Chair). Karen Howard resigned due to work schedule. Chair Brodsky thanked the outgoing members for their service. Lois Neuman and David Chiles have applied for reappointment.

A new vice chair will be needed. Chair Brodsky formally moved that Jill Lewis be the new vice chair. The motion was seconded, and the vote was unanimous.

Althea Grey-McKenzie thanked everyone and stated that she really appreciated working with everyone on the Board. She thanked Parker Hamilton and Lois Neuman for all their wonderful work and thanked Art Brodsky for being a leader and encourager.

Ms. Grey-McKenzie mentioned that she had spoken with Councilmember Duchy Trachtenburg who said she will work to structure a plan for the Library.

Snapshot Day – Paulette Dickerson

Snapshot Day, an initiative of the American Library Association (ALA), is October 5. The Maryland Library Association (MLA) will be participating. The idea is to show a day in the life of the library – private libraries, school libraries, public libraries, etc.

MCPL is planning to collect data for that day that will show the number of visits, the number of items checked out and also photos of the day's events. Stories will be solicited and compiled regarding what the customers would miss if libraries were not here and what they care about most. Elected officials will be invited to read at the branches.

There will be no photo contest because the branches cannot handle large numbers of customers all at once. The Snapshot Day Committee will be careful to select activities that are okay with the branch managers. Michele Sellars is drafting a letter to the branch managers.

Information about Snapshot Day will be sent out in the next week; it will also be posted on the website and on Ride-On bus placards.

This is the first year the State has participated in this program. Dr. Nancy Grasmick, Maryland State Superintendent of Schools, has asked to hold the kickoff for the State in Montgomery County.

Susan Schmidt, who is on the Committee, will call Dr. Gail Bailey about how to get the word out to school students and their parents.

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting was adjourned at 8:55 p.m.

B. Parker Hamilton